



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 04-17

2 APR 04

**THE WORK NUMBER
FOR EMPLOYMENT AND INCOME VERIFICATION**

NO EXPIRATION

1. The Work Number is an automated employment verification service that allows technicians to have their employment and salary verified. This secure service is used for mortgage applications, reference checks, loan applications, and apartment leases. Department of Defense securely transmits information to The Work Number each time you are paid and the information is loaded into a secure database. Technicians can then give anyone needing to verify their employment and/or income, instructions on how to access the information. The key is that you are in control. Without your permission, no one can verify your confidential income information.

2. Technicians have two options to provide information to lenders/verifiers:

a. Employment verification only. This is the most common type of verification. It gives your most recent start date or inactive dates, your name, and job title. It does not contain any income information and is usually used by verifiers who just need to make sure you are or were employed. For employment verification only, give the verifier the following information:

- Your Social Security Number
- DFAS (Employer) Code 10365
- The work Number access options for verifiers:
 - Option A: www.theworknumber.com or
 - Option B: Telephone number 1-800-367-5690

b. Employment plus income verification. It gives all employment information plus year to date and two year previous income history (if available). Verifiers will usually need to complete income verification when you are applying for a relatively large loan. For employment plus income verification, give the verifier the following information:

- Your Social Security Number
- DFAS (Employer) Code 10365
- Your Salary Key*
- The Work Number access options for verifiers:
 - Option A: www.theworknumber.com or
 - Option B: Telephone Number 1-800-367-5690

*A Salary Key is a six-digit number that is created on the web site to allow someone permission to get proof of your employment and income and can only be used once. You may obtain 3 Salary Keys at one time. Technicians may obtain a Salary Key by accessing

www.theworknumber.com, or by calling 1-800-367-2884. Input your Social Security Number, DFAS (Employer) Code 10365, four-digit PIN (month and year of your birthday MMY), click on create button and you will be given a Salary Key.

NOTE: These verifications do not contain any type of job performance information. The verifications are not "reference checks." They simply verify the employment and/or income that you have reported to a lender or other verifier.

3. There is a small fee (\$10-\$13) paid by the verifier and charged to a credit card to use this service. This service is fast, secure and can be accessed 24 hours a day, 7 days a week.

4. If you have any questions, contact Nancy Hamilton, Human Resources Specialist, Customer Services at CAGNET 63411, DSN 466-3411 or (916) 854-3411.


STUART D. EWING
Captain, CA ANG
Deputy, Human Resources Officer

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